



STATE OF MONTANA
DEPARTMENT OF ADMINISTRATION
INFORMATION TECHNOLOGY SERVICES DIVISION



Brian Schweitzer
Governor

Chief Information Officer

Advisory

SEPTEMBER 3, 2009

TO: DISTRIBUTION

**SUBJECT: REVIEW OF DRAFT INFORMATION TECHNOLOGY TECHNICAL
STANDARD: GIS METADATA**

The following draft policy instruments are available for review by all statewide government organizations, the Montana university system, the private sector, and interested parties. The proposed effective date for these instruments is October 1, 2009:

1. Statewide Technical Standard: Geographic Information Systems (GIS) Metadata
2. Statewide Technical Specifications: Geographic Information Systems (GIS) Metadata

These instruments are available at the [Enterprise Information Systems Publications](http://itsd.mt.gov/policy/policies/default.mcpv) webpage at <http://itsd.mt.gov/policy/policies/default.mcpv>.

Upon approval, this statewide technical standard and its accompanying technical specifications will encompass all GIS data registered with the Montana State Library.

Please review and submit any comments and feedback to include your best estimate of the impact of these upon your organization, business and customer base **Not Later Than Friday, September 18, 2009**, to the **Policy Manager** at [ITSD Service Desk](mailto:ITSDServiceDesk@mt.gov) (at <http://servicedesk.mt.gov/ess.do>), or email to ITPolicy@mt.gov, or mail to:

PO Box 200113
Helena, MT 59620-0113
(406) 444-2700
FAX: (406) 444-2701

The remaining process steps for approval of these policy instruments are:

- Formal statewide review (now)

Room 229, Mitchell Building 125 North Roberts PO Box 200113
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- Document and publish comments
- Determine disposition based on comments
- CIO approval of the resultant policy
- Publication statewide of approved policy instruments

This policy falls under the provisions of the Montana Information Technology Act that states that the Department (of Administration) shall promote, coordinate, and approve the development and sharing of shared information technology application software, management systems, and information that provide similar functions for multiple state agencies. [§2-17-512\(1\)\(b\), MCA](#), and that the Department shall establish and enforce statewide information technology policies and standards. [§2-17-512\(1\)\(e\), MCA](#).

Please address any questions or concerns to:

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Advisory Disposition: Retain original for Record.

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